

STEPS TO OBTAINING A COMMUNITY CARE FACILITY LICENCE - CHILD CARE



COMMUNITY CARE FACILITIES LICENSING PROGRAM

1. Read the *Community Care Facility and Assisted Living Act* and the Child Care Licensing Regulation (CCLR) and become knowledgeable with the requirements for the type of licence you want to obtain.
2. Attendance at a “Licensing Information Session” or “Orientation” session is strongly recommended. Call your Licensing Office to register.
3. Complete the “Application for a Community Care Facility Licence” form and the “Building Property Information” form. These forms must have all sections completed and signed, as they are legal documents. Check Strata-By-Laws and/or rental agreements, if applicable.
4. Contact your local Municipal Office regarding any zoning approval, building permits/approval, occupancy permits, or business licences that may be required.
5. For all facilities not located in a single family dwelling house, or those facilities that are located in a single family dwelling with a proposed maximum capacity of nine or more children, have the “Municipal Zoning Approval” form signed and stamped by your local Municipal Zoning Department.
6. **For applicants in Nanaimo, Victoria and the rest of the South Island Region**, once an application has been received, the Vancouver Island Health Authority Licensing Office will contact the local municipal fire departments to arrange for a fire inspection of the proposed facility.

In all other areas of the Health Authority (except Nanaimo, Victoria, and the South Island Region), applicants are requested to take the completed “Fire Letter of Assurance” form (copy enclosed) to their local fire department and arrange for completion of the “Fire Approval” form (copy enclosed).

Applicants who live in an area where there is no fire department should complete the “Fire Letter of Assurance” form (copy enclosed) and submit to their local Licensing office as part of their application package.

7. **For the proposed Manager** – Follow either Step I or II below (as applicable) for the proposed Manager of the facility and the documentation to be completed and submitted to Licensing:
 - I. **If the Applicant/Licensee is hiring a Manager**, the Applicant/Licensee and the proposed Manager complete and submit to Licensing (using the forms provided in the package) a:
 - (a) Licensee and Manager Declaration Letter, and
 - (b) Licensee and Manager Delegation Letter.
 - II. **If the Applicant/Licensee and the proposed Manager are the same person (e.g. Owner/Operator)**, have the proposed Manager:
 - (a) Request three (3) written references using the forms provided in a plastic sleeve located in the Licensing Package, from persons who can comment on his/her ability to operate a licensed child care facility and provide quality care to children. Avoid using family members as references. Please have the persons providing a reference return the form directly to the Licensing Office in the self-addressed envelope provided.

NOTE: Prior to distributing the forms to those persons, who will be providing you with references, please complete the Facility Name area on the form so that documentation returned to the Licensing Office can be appropriately filed with the application.
 - (b) Complete and submit to Licensing the “Summary of Qualifications and Work Experience” form. (For FCC at least 20 hours of relevant training/education is required, therefore, also include **for each course/workshop completed**: the number of hours duration, a course description and proof of completion)

- (c) Complete the “Permission to Release Medical Information” form and give it to his/her family physician along with the “Opinion of Medical Practitioner” form, which is to be completed by the physician. Submit the completed form with the items listed in point # 9 (follows).
Please have the physician return the “Opinion of Medical Practitioner” form to the proposed Manager, to be submitted as part of the application package.
- (d) Complete and submit to Licensing the “Assessment of Suitability – Written Questions”.
- (e) Enrol in a First Aid Course that meets the requirements of Schedule C of the CCLR and obtain First Aid and CPR Certification. Submit a copy of your certificate to Licensing.
- (f) Submit copies of any applicable licences or certificates.
8. Complete a “Consent to a Criminal Record Check” as follows:
- If the Applicant/Licensee is hiring a Manager use Schedule E forms for all employees. Original consents and results are to be retained by the Licensee/ Applicant.
 - If the Licensee and the Manager are the same person (e.g. Owner/Operator) use Schedule D forms for the Manager and all residents age 12 years and up. Original consents and results are to be submitted to Licensing with the items listed in point #9 below.
 - All information and copies of forms related to the ‘Criminal Record Check’ process are located in a plastic sleeve in the Licensing Package. Refer to the “Criminal Record Checks” **Infosheet** (enclosed) for more information.
9. For all facilities, prepare the following documents which must be submitted as part of the application package:
- (a) A floor plan of the proposed facility showing all of the following:
- i. The inside dimensions of each room (and purpose) and the width of each corridor and stair;
 - ii. The location and size of windows and the height of windowsills from the floor;
 - iii. The location of toilets, wash basins and diaper changing surfaces;
 - iv. The size and location of the fixed equipment in each room;
 - v. The location of all exits; and
 - vi. Accommodation reserved for family or employee use and for children who are sleeping;
 - Please include on the floor plan the source of the water supply (i.e. well or communal); and
 - The type of sewage disposal system (i.e. community or on-site).
- (b) A site plan of the proposed facility drawn to scale and showing:
- i. The proposed location of the community care facility, including the property boundaries;
 - ii. The outdoor play area (one of the following options):
 - A. The location and dimensions of the **on-site** outdoor play area intended for regular or daily outdoor activities; OR
 - B. If children will be attending outdoor play areas or activities located outside the property boundaries (**off-site**) on a regular or daily basis:
 - The distances from the community care facility to the outdoor play areas and activities,
 - The routes to the outdoor play areas and activities, and
 - Any major physical features that may affect the safety of children, including roads and bodies of water, located along the routes to and in the immediate vicinity of the outdoor play areas and activities.
 - A safety plan describing how children will be transported to regular or daily outdoor play areas, or regular or daily activities, located outside the property boundaries.; OR
 - C. If there is **no outdoor play area** available for regular or daily outdoor activities, provide an activity plan that describes both of the following:
 - How you will meet the program standards set out in Section 1 of Schedule G of the CCLR, and
 - Any community services that will be used, including visits to parks, pools or recreation centres.
- (c) A statement of the projected monthly revenue and expenditures for the proposed facility (sample form enclosed).

- (d) An employee plan that includes all of the following:
 - i. A statement of the duties, qualifications, relevant work experience and suitability of the proposed manager.
 - ii. The proposed number of employees, their qualifications and expected duties.
 - iii. The supervision and staffing plan, including while children are attending or being transported to and from outdoor play areas or activities located outside the property boundaries.
 - (e) A detailed description of the care program to be offered at the facility, including the hours of operation.
 - (f) The equipment list for the facility.
 - (g) Indoor and Outdoor Playspace Plan (refer to **Infosheet**).
 - (h) A copy of the Facility Registration Form.
 - (i) A diagram showing the emergency exits and a fire drill system approved by a local assistant within the meaning of the *Fire Services Act*.
 - (j) If the applicant is a corporation, supporting documentation and confirmation that a Director is a resident of BC.
 - (k) If the applicant is a society, a copy of the constitution and by-laws of the society.
 - (l) If the applicant is a partnership, supporting documentation.
10. The following written policies are required by legislation for all child care facilities and must be prepared by applicants prior to their initial inspection by a Licensing Officer, who will review them at that time:
- (a) The “Behavioural Guidance (Discipline)” policy for the facility signed by the proposed Manager.
 - (b) The “Safe Release of Children” policy for the facility.
 - (c) The “Repayment Agreement” for the facility, if applicable.
 - (d) The “Care and Supervision” policy for the facility.
 - (e) The “Food and Drink” policy for the facility.
 - (f) A written Emergency Plan and Procedures for the facility which must include procedures to prepare for, mitigate, respond to and recover from any emergency.
11. Using the Child Care Licensing Regulation and the “Child Care Inspection Checklist”, prepare the facility for a health and safety inspection by a Licensing Officer.
12. Using the “Child Care Applicant’s Supporting Documentation Checklist” ensure that you have all the documentation required to submit with your application. Please keep copies of all documentation submitted to this office.
13. Submit your application and documentation to your local Licensing Office (see address block below).
14. If you have problems completing any of these steps, please contact your local Licensing Office. Once the Licensing Office has received your completed application and supporting documentation, a file will be started for your facility. A Licensing Officer will contact you by telephone to arrange an “Assessment for Suitability” interview (if required), and a ‘Health and Safety Inspection’ of the facility.

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